

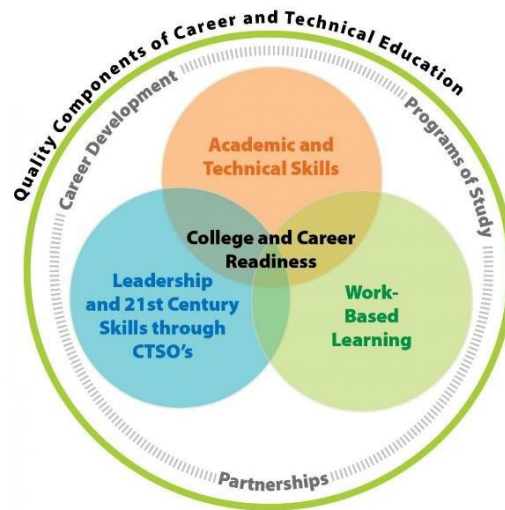
# **Perkins V: Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act**

## **Concentrator Graduate Follow Up Report Field Manual**



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# Concentrator Graduate Follow-Up Report

## Overview

The Career and Technical Education (CTE) concentrator graduate follow-up report seeks to acquire post high school placement of CTE concentrator graduates from the previous reporting year and is used to fulfill Perkins V post-program placement performance indicator. All Carl Perkins participating districts are required to collect and submit a graduate follow-up report for concentrator graduates captured through the Career Education data collection. The concentrator graduate report is reported and collected separately from the Career Education data collection and is an electronic file in an Excel spreadsheet format submitted through the secured file sharing platform, Kiteworks secured by Accellion.

These files will be disseminated to the Fiscal Agent Career and Technical Education Coordinator (CTEC) through Kiteworks in January, whom then in turn is responsible for disseminating the individual district files. Once the district has received their report, it must begin to contact those students listed by means of mail or telephone to ascertain responses from the student graduates as to what they are doing at this point in time in regards to education and/or employment.

## File Directions and Coding

**General Directions:** The concentrator graduate follow-up report file has been developed to facilitate the reporting of the follow-up data to the Career and Technical Education team. Please review the specific data that is required for this collection. No additional district level data will be accepted.

A sample survey instrument has been provided at the end of this manual, for the purpose of eliciting responses from CTE concentrator graduates. The recommended response rate is a minimum of 80% of the total number of CTE concentrator graduates. If there is a difficulty in gathering direct responses from the graduates themselves, it is completely appropriate to contact secondary sources of information on the student such as parents, teachers, etc., to achieve the minimum 80% response rate.

Once the file has been properly coded, it is to be submitted and addressed to CTE Data Consultant, Jessica Sloan at [Jessica.Sloan@dpi.wi.gov](mailto:Jessica.Sloan@dpi.wi.gov) through Kiteworks. Files submitted via email or any other unsecured platforms will not be accepted. The submission of a completed file is due May 15. An extension will need to be approved by Jessie Sloan, CTE Data Consultant.

## Definitions

- A **CTE concentrator** is a secondary student who has completed at least two CTE courses in a single career pathway throughout high school.
- A **CTE concentrator graduate** is a secondary student who is a CTE concentrator and graduated from high school with a regular high school diploma.
- **IAC Code Type** <https://dpi.wi.gov/wise/data-elements/iac-code-type>

The following information is pre-filled on the report file and is **NOT to be altered**:

Column Name	Details	Column
CTEC_LNAME	Fiscal agent CTEC last name	Column A
CTEC_FNAME	Fiscal agent CTEC first name	Column B
DNAME	District name	Column C
DC	District code	Column D
SCHNAME	School name	Column E
SC	School code	Column F
ID	Unique student ID number	Column G
STUDENT_LNAME	Student last name	Column H
STUDENT_FNAME	Student first name	Column I
IAC	Instructional area code	Column J
IAC_TITLE	Instructional area code name	Column K

### Coding Directions by Column

#### Student Contact Status (Column L)

Enter the individually appropriate contact status code from the following list for all students:

- A** Student contact
- AS** Second Party Contact
- D** No Contact or No Response

#### Education Status (Column M)

Enter the individually appropriate education status code for all students:

- A** Not attending any post-secondary institution
- B** Attending a post-secondary institution (<2-yrs, 2-yrs, 4-yrs, public, private, in or out of state)
- C** Other advanced training
- X** No response

#### Employment Status (Column N)

Enter individually, one of the following employment status codes for all students (part or full time):

- 1** Employed
- 2** Military
- 3** Volunteer of Peace Corps or service program under the National & Community Service Act
- 4** Unemployed, but seeking employment
- 5** Not in labor force and not pursuing employment
- 6** Deceased
- 7** No response to question

## STUDENT FOLLOW-UP STUDY

Your cooperation in completing this study will allow us to better serve our present and future students and provide us with data that will help improve career and technical education programs. Thank you in advance for your participation in this study.

**INSTRUCTIONS: Complete and return to:**

Student Name:	School Attended:
Area of Career and Technical Training:	

### Student Contact Status

- ☐ **A** Student contact
- ☐ **AS** Second Party Contact
- ☐ **D** No Contact or No Response

### 1. Current Educational Status (check appropriate item)

- ☐ **A** Not attending any post-secondary institution
- ☐ **B** Attending a post-secondary institution (less than 2-year, 2-year, 4-year, public, private, in- state, out-of-state)
- ☐ **C** Other advanced training

Please indicate your current program of study if attending a post-secondary institution:

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### 2. Current Employment Status (check appropriate item)

Employment includes all employment, full- or part-time.

- ☐ **1** Employed
- ☐ **2** Military
- ☐ **3** Volunteer of Peace Corps or a service program under the National & Community Service Act
- ☐ **4** Unemployed but seeking employment
- ☐ **5** Not in labor force and not pursuing employment